

### POSITION DETAILS

<b>TITLE</b>	Transport Planner
<b>REPORTS TO</b>	Team Leader Transport Strategy and Assets
<b>LOCATION</b>	Civic Centre, Commerce Street / Keepa Rd Depot, Whakatāne
<b>DATE</b>	April 2024
<b>DIRECT REPORTS</b>	Nil
<b>FINANCIAL DELEGATION</b>	N/a

### PURPOSE OF POSITION

This role is responsible for developing transport projects and policies, from business case to implementation, that align with Council's strategic goals and objectives. It involves collaboration with internal teams, government agencies, neighbouring councils, and the public, while managing political risks and ensuring alignment of goals across stakeholders.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
<b>VALUES</b>	The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of this role.
<b>TECHNICAL MANAGEMENT</b>	<p>The primary purpose of this role is to develop transport projects and policies that deliver on the strategic outcomes sought by Council from the transport system. This will include leading the development of business cases, project development, policy development, and contributing to other Council and government processes, working alongside partners to align goals and delivery programmes.</p> <p>The role will lead the development phase of projects, from confirming the strategic purpose and direction, evaluating scope, developing concepts, through the optioneering and evaluation process, identifying a recommended programme of work, as well as supporting the implementation of the projects through our Capital Projects team. This will utilise the industry standards for development of business cases and other evolving assessment processes.</p> <p>The role requires significant collaboration within the transport team, within Council, across neighbouring Councils and with government agencies. Ability to develop alignment between goals and develop strong relationships will be needed as well as an understanding of the political nature of transport planning and how to manage these risks. The role will also need to engage with the public, Council, Eastern Bay Road Safety Committee, and Community Boards on matters affecting the community.</p> <p>Develop and promote sound solutions to transportation issues, enhancing safety and health, sustainability, resilience, access and economic prosperity.</p> <p>Taking a whole of network system design led approach to plan across modes, functions, place and time while taking consideration of the whole of life costs, safety and maintenance in design, and benefit realisation.</p>

	<p>Undertake economic assessment of transport investment decisions to provide understanding of whole of life costs for implementation of infrastructure and/or transport services.</p> <p>Bring a critical eye to technical data to help explain the cause, effect and consequence of transport problems.</p> <p>Work within policy, legislation, regulations, guidance and stakeholder views to develop options for transport problems, applying appropriate tools, methods and judgement to analyse, evaluate, appraise and select preferred options.</p> <p>Liaise across technical and other disciplines within Council and the wider sector to draw information together and provide advice, including for investment decision makers and planners.</p> <p>Lead the pre-implementation phase of projects, co-ordinating design inputs to ensure delivery of project benefits within quality, time and cost constraints.</p> <p>Manage and as needed escalate significant project or programme risks or issues to project managers and sponsors in a timely way.</p> <p>Work with the other team members to provide reports and analysis required by Council and NZTA for auditing, annual return, and other purposes.</p> <p>Actively seek opportunities to collaborate with other council teams and departments as well as external agencies.</p> <p>Provide road safety advice and assessment on projects and through the project development process.</p> <p>Take a lead role in road safety for Council; analysing data, trends and inspection records to identify and programme as appropriate, effective road safety improvements.</p> <p>Provide Transport Planning inputs to Council's Transport Activity Management Plan, Infrastructure Strategy and Long Term Plan.</p> <p>Engage with the public, other Councils and other staff through – personal discussions, emails, telephone calls, letters and referrals.</p>
<b>FINANCIAL MANAGEMENT</b>	<p>Manage allocated budgets within agreed financial limits and report any major fluctuations to the Team Leader Transport Strategy and Assets.</p>
<b>CONTRACT MANAGEMENT</b>	<p>Develop clear scope of works and contract documentation where consultants are required for the delivery of planning outcomes.</p> <p>Management and supervision of consultants and contractors undertaking work on behalf of Council.</p>
<b>PROVIDE TRUSTED TECHNICAL SUPPORT.</b>	<p>Work with the wider team members to refine and develop the transport planning understanding and capabilities within the team.</p> <p>Assist and support transport cadets with their development programme.</p> <p>Provide technical advice and direction as required.</p>

RELATIONSHIP MANAGEMENT	<p>Effectively manage and maintain internal relationships to ensure Managers and staff are engaged and informed through the development of work programmes and other deliverables necessary.</p> <p>Maintain close working relationship with the Operations and Maintenance Team to ensure maintenance impacts are considered within project development.</p> <p>Maintain close working relationship with the Capital Works Delivery Team to ensure constructability and resourcing impacts are considered within project development.</p> <p>Proactively work with other Council departments and utility providers, in particular 3-waters, to identify opportunities to gain efficiencies through aligned delivery of assets.</p> <p>Develop and manage relationships with key stakeholders to ensure consultation with interested groups and parties is professionally managed and promotes proactive, positive relationships.</p> <p>Proactively engage with Council communications staff to ensure that any disruptions from planned works are well communicated to the public in a timely fashion.</p> <p>Ensure cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p> <p>Provide direction, training and mentoring for junior staff.</p>
HEALTH, SAFETY AND WELLBEING	<p>Understand and implement Council's documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement follow up corrective actions, as required.</p> <p>Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Attend and complete relevant Health and Safety training ensuring certification, as required, is current.</p> <p>Undertake active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<p>Be a part of Council's Emergency Operations Centre (EOC) and undertake the necessary and relevant training as required.</p> <p>Complete other duties that may be required, as appropriate.</p>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL
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<ul style="list-style-type: none"> <li>Public</li> <li>Other Local and Territorial Authorities</li> <li>Consultants and contractors</li> <li>Government Agencies</li> <li>Iwi</li> <li>Emergency Services</li> <li>Waka Kotahi</li> <li>Service providers</li> <li>Utility Providers</li> </ul>	<ul style="list-style-type: none"> <li>Transportation Team members</li> <li>Other staff and managers within the Infrastructure Group</li> <li>All other staff within Council</li> <li>Council elected members</li> </ul>
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### PERSON SPECIFICATION

<b>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</b>	<p>A tertiary qualification in Planning, Engineering or other relevant discipline is preferred.</p> <p>At least 8 years of working experience as a transport planner or in a related field.</p> <p>Membership of a professional body is desirable.</p> <p>Road Safety Audit certification desirable.</p>
<b>EXPERIENCE</b>	<p>Experience in a similar role with significant transport planning experience, including option/project/programme development and evaluation.</p> <p>Experience preparing transport investment business cases and contributing to Regional Land Transport Plans, Asset Management Plans and District plans</p> <p>Experience presenting to Councils, Boards, or decision-making groups.</p> <p>Experience managing professional services contracts and reviewing outputs in association with subject matter experts</p> <p>Demonstrated knowledge of computer aided software specific to roading, i.e. GIS, RAMM, CAS. Demonstrated experience in computer software programmes including Microsoft Office including Excel, Word, PowerPoint and Outlook.</p> <p>Transport Modelling Experience desirable.</p>
<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>Experience and skills in supporting people in development, and ability to build strong relationships built on trust, reliability and integrity.</p> <p>High attention to detail, excellent time management, process focussed with strong emphasis on continuous improvement.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p> <p>An awareness and understanding of the social and environmental impacts that can result from enhancing the transport system</p> <p>A good understanding of economic evaluation principles and ability to interpret outputs of transport models</p> <p>An understanding of road safety principals and how to undertake road safety audits in line with the Safe System approach</p>

### OVERALL

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector

Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.

Full clean current drivers licence.

I, \_\_\_\_\_ agree and accept the duties and responsibilities captured in this position description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

# OUR VISION AND VALUES

*Tō tātau matakite  
me ngā wāriutanga*

OUR VISION *Ngā matakite*

 **Better Together**  
**Toitū te Kotahitanga**

WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where  
will the bellbird sing? If you ask me what is the  
most important thing in the world  
I will tell you, it is people, it is people, it is people.*

**We put people at the  
heart of everything we do**  
**Toitū te Tangata!**

- We value relationships
- We think of others
- We listen to understand
- We value our differences

**We work as one team**  
**Toitū te Mahi Tahi!**

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning  
and improving**  
**Toitū te Taumata!**

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about  
our environment**  
**Toitū te Taiao!**

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate  
and proud**  
**Toitū te Mauri Ora!**

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together